

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING

PHONE: (630) 377-4443 FAX: (630) 377-4062

PUD PRELIMINARY PLAN APPLICATION

Instructions:

To request approval of a subdivision, complete this application and submit it with all required attachments to the Planning Office.

When the application is complete we will distribute the plans to other City departments for review. When the staff has determined that the plans are ready for Plan Commission review, we will place the proposed subdivision on a Plan Commission meeting agenda.

The information you provide must be complete and accurate. If you have a question please call the Planning Office and we will be happy to assist you.

Received Date

| | | |
|---|----------------------------|-------|
| 1. Property Information: | Parcel Number (s): | |
| | Proposed Subdivision Name: | |
| 2. Applicant Information: | Name | Phone |
| | Address | Fax |
| | | Email |
| 3. Record Owner Information: | Name | Phone |
| | Address | Fax |
| | | Email |
| 4. Billing: <i>To whom should costs for this application be billed?</i> | Name | Phone |
| | Address | Fax |
| | | Email |

Attachment Checklist

- ☐ Completed Planned Unit Development Preliminary Plan Checklist
- ☐ Completed Subdivision Preliminary Plan Checklist
- ☐ Twenty-two (22) sets of the preliminary plan depicting all features listed in the Planned Unit Development Preliminary Plan Checklist, the Subdivision Preliminary Plan Checklist, and the “Stormwater Management Requirements for Preliminary Plans”.
- ☐ One copy of written information (reports, calculations, etc.) as described in the Stormwater Management Requirements for Preliminary Plans.
- ☐ For sites with existing trees 6” or more in diameter: Twenty-two copies of a Tree Preservation Plan shall be submitted as part of the preliminary plan set and shall be at the same scale as the grading plan. Refer to attached “Tree Preservation Plan Requirements”.
- ☐ Plat of Survey prepared by an Illinois Registered Land Surveyor.
- ☐ Legal description on 8 ½ x 11 paper.
- ☐ Copy of Title Insurance Policy or Commitment for the property, indicating ownership, easements, etc.
- ☐ Completed Land Use Opinion application (available in .pdf form at www.kanedupageswcd.org/luo.pdf), as required by state law, mailed to: The Kane-Dupage Soil and Water Conservation District, 545 S. Randall Road, St. Charles, IL 60174
- ☐ Endangered Species Consultation Agency Action Report (Available in pdf form at www.dnr.state.il.us/orep/nrrc/aar.htm) to be filed with the Illinois Department of Natural Resources.
- ☐ Ownership Disclosure Form
- ☐ For residential developments only:
 - Summary of Proposed Development sheet (attached)
 - School District Land/Cash worksheet (attached)
 - Park District Land/Cash worksheet (attached)
- ☐ Application Fee (make checks payable to the City of St. Charles)

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief. I (we) understand that the City will issue an invoice for costs associated with this application to the person listed in box #4 above.

Record Owner Date

Applicant or Authorized Agent Date

PLANNED UNIT DEVELOPMENT PRELIMINARY PLAN CHECKLIST

Name of Development _____

The following items must be provided as part of this application. Plans must show the entire site and certain features within 100 ft.

Existing Conditions

- ____ 1. Six (6) copies of a current **Boundary and Spot Survey** of the site by a registered Illinois land surveyor showing existing buildings, pavements, utilities, fence lines, wooded areas, easements, etc., including a legal description and total acreage.
- ____ 2. Six (6) copies of a **Topographic Survey** of the site and adjoining land within 100 feet, with one-foot interval contours (minimum), showing the following:
 - ____ a. Normal and high water (100 year) elevations of streams and other floodwater runoff channels and watercourses.
 - ____ b. Normal channel location and established high water (100 year) elevations of streams and other floodwater runoff channels and watercourses.
 - ____ c. The limits of the 100-year flood plain and floodway, as determined by the Federal Emergency Agency.
 - ____ d. The locations, if known, of drainage tiles, storm sewers, inlets, and outfalls.
 - ____ e. The locations and rim elevations of sanitary sewers, water mains and manholes, location of septic tanks and fields, and location of seeps, springs, and existing and proposed wells, and other public or private utilities.

Proposed Preliminary Plan

- ____ 1. Twenty-two (22) folded copies of the proposed PUD preliminary plan consisting of one or more sheets at a scale of not less than 1 inch = 100 feet, showing both **existing and proposed features**, including:
 - ____ a. All public and private rights of way for roads access, utilities, and railroads.
 - ____ b. All public and private roads, streets, parking areas, loading berths, alleys, and sidewalks, showing dimensions of each, and street names.
 - ____ c. Easements (on and off site) – location, dimensions, purpose, and provisions.
 - ____ d. Lot dimensions, lot areas, and setback lines.
 - ____ e. Public and private area lighting systems. For private lighting systems, include detail of light, indicating height and type.
 - ____ f. Off-street parking, loading and access drives indicating dimensions and number of required and provided spaces. Parking/loading formula(s) used should be noted on the plan.

- _____ g. Utilities on and adjacent to the tract – location and size of water mains, fire hydrants, sanitary sewers, storm sewers, lift stations; location of existing gas, electric and telephone lines. Rims and invert elevations.
 - _____ h. Proposed erosion control measures including anticipated construction schedule.
 - _____ i. Natural features on the tract – wetlands, marshes, rock outcrop, wooded areas, isolated preservable one foot (1') or more in diameter, soil types, scenic views and vistas, high points, low points, and ridge lines.
 - _____ j. Conditions on adjacent land – owners of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name and show approximate percent build-up, typical lot size, and dwelling type.
 - _____ k. Zoning – show zoning districts on and adjacent to the tract.
 - _____ l. Open space – all parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose of any proposed recreational facilities indicated, showing acreage and percentage of total area.
 - _____ m. Structures – general location, purpose and height, in feet or stories, of each building other than single family residences on individually platted lots.
 - _____ n. Map data – cover sheet showing name of the development, names of owner, developer and site planner, north point, scale, date of preparation, acreage of the site and location map showing relation of site to existing streets and use district in surrounding area.
- _____ 2. Six (6) copies of a **Preliminary Drainage Plan** (may be on same sheet as topographic survey) prepared by a registered professional engineer. The purpose of this plan is to describe the method of handling stormwater runoff within the development in sufficient detail for the city to determine that the proposed preliminary plan for the PUD can meet stormwater runoff requirements.
- _____ a. A map showing all off site areas tributary to the site.
 - _____ b. Drainage subareas (existing and proposed)
 - _____ c. Location of storm sewers, 100 year overland flow routes, culverts and other drains, including inlet and outfall locations.
 - _____ d. Elevation contours, indicating street centerline grades, detention and retention basins, and other areas to be regraded.
 - _____ e. Low and high water (100 year) levels of detention and retention basins.
 - _____ f. Areas where special provisions are necessary to reduce erosion or other impact of stormwater flow.
 - _____ g. Location of pavement, buildings, and other impervious surfaces on the site.
 - _____ h. A preliminary drainage study including a narrative comparing pre- and post- development release rates, discussing off site flow, methodology, assumptions and calculations showing the amount of stormwater storage required, and the amount of storage provided.
- _____ 3. **Objectives** – A statement of planning objectives to be achieved by the planned unit development. This statement should include a description of the character of

the proposed development and the rationale behind the assumptions and choices of the applicant. If the site is located in the East or West Gateway Planning Components, a response to the policies outlined in the Comprehensive Plan should be submitted.

- ____ 4. **Character** – Explanation of the character of the PUD and the manner in which it has been planned to take advantage of the flexibility if these regulations and referencing the general benefits that will accrue to the public as a result of the PUD. If applicable, a description of how the PUD meets the requirements set out in Section 17.42.080 of the Zoning Ordinance. Any requests for departures from the requirements of Title 16, “Subdivisions and Land Improvement,” and Title 17, “Zoning,” shall be listed and reasons for requesting each variation shall be given.
- ____ 5. **Ownership** – current title commitment
- ____ 6. **Schedule** – Construction schedule indicating:
 - ____ a. Phases in which the project will be built with emphasis on area, density, use and public facilities, such as open space, to be developed with each phase. Overall design of each phase shall be shown on the plat and through supporting material.
 - ____ b. Approximate dates for beginning and completion of each phase.
 - ____ c. If different land use types are to be included within the PUD, the schedule must include the mix of uses to be built in each phase.
- ____ 7. **Landscaping Plan** – Preliminary landscape plan prepared by a landscape architect showing location, number, size and type of plant materials to be installed. Individual plants must be identified by species and size. Proposed grading should be superimposed on the landscape plan. Existing trees (or treeline) should be shown indicating the size and species of trees to be preserved. Recommended minimum sizes for new plantings are: 3 inch diameter for shade trees and 6 feet height for evergreens.
- ____ 8. **Architectural Plans** – Preliminary architectural elevation plans for all buildings including all exterior views. Proposed materials and colors of the building should be indicated on the plans. All rooftop equipment should be indicated along with the height of the roofline. Details for refuse enclosures should be submitted showing height, material, and colors. A color rendering, sample materials, and/or pictures of similar projects should be presented at the Plan Commission and City Council Committee meetings.
- ____ 9. **Signs** – All proposed free standing or wall signs should be shown indicating dimensions, height, location, materials, colors, and illumination.
- ____ 10. **Covenants** – Proposed agreements, provisions, or covenants which will govern the use, maintenance, and continued protection of the planned development of any of its common open space.

- _____ 11. **Traffic Analysis** (This requirement may be waived or varied by the City Council upon request of applicant) – A traffic analysis prepared by a registered professional engineer who is skilled in the science of traffic engineering, indicating the estimated traffic to be generated by the complete development of the project with said estimates shown for the average week, 24-hour period, and for the peak morning and evening hours. The impact of this new traffic on existing traffic in the vicinity of the project shall be appraised and a list submitted for new street construction and new traffic control measures required to accommodate the estimated traffic increases.
- _____ 12. For residential developments, a **tax impact study** projecting both costs and revenues to the city and the Park and School districts having jurisdiction over the proposed development, and population projections establishing anticipated student yields.

Other pertinent information may be requested by the city staff, Plan Commission, or City Council.

Updated 10/01

SUBDIVISION PRELIMINARY PLAN CHECKLIST

Name of Subdivision

Date of Submission

NOTE: *To properly execute this checklist:*

- 1. Provide the required documentation (drawings, reports, etc.)*
- 2. Indicate compliance with applicable ordinances by initialing in all spaces where applicable.*
- 3. Indicate those items that the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."*

Format / Cover Sheet:

- ____ 1. Twenty-two copies of preliminary plan submitted;
- ____ 2. Plans are prepared on 24-inch by 36-inch sheets;
- ____ 3. Plan scale is not less than 1" to 100';
- ____ 4. Minimum profile scale is 1" to 100' horizontal and 1" to 10' vertical;
- ____ 5. A title sheet is included with each set of preliminary plans;
- ____ 6. Name of proposed subdivision is shown;
- ____ 7. Location given by town, range, section, or other legal description;
- ____ 8. Name and address of owner, trust, corporation or subdivider having control of project is shown;
- ____ 9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown;
- ____ 10. Name and address of the designer of the plan is shown;
- ____ 11. North direction is shown;
- ____ 12. Date of preparation and date of revision, if any, is shown;
- ____ 13. A location map is included indicating:
 - ____ A. A scale of not less than 1" to 1000',
 - ____ B. Boundary lines of adjoining land within an area bounded by the nearest arterial streets or other natural boundaries,
 - ____ C. Use of surrounding land,
 - ____ D. Ownership of the surrounding land,
 - ____ E. Alignment of existing streets,
 - ____ F. Section and corporate lines;
- ____ 14. Boundary line of proposed subdivision is clearly shown;
- ____ 15. Total approximate acreage is shown;
- ____ 16. Existing zoning classification is indicated;

Existing Conditions:

- ____ 17. The following existing items, if within the boundaries of the subdivision, or located 100' or less outside the boundaries are shown:
 - ____ A. Previously platted streets and other rights-of-way, with improvements, if any, indicating:

- ☐ 1. Location
- ☐ 2. Widths
- ☐ 3. Names

- _____ B. Railroad rights-of-way, indicating:
 - ☐ 1. Location
 - ☐ 2. Dimensions

- _____ C. Utility rights-of-way, indicating:
 - ☐ 1. Location
 - ☐ 2. Width
 - ☐ 3. Type
 - a. Sewer
 - b. Water
 - c. Gas
 - d. Telephone
 - e. Electric
 - f. Other,

- _____ D. Parks and other open spaces indicating:
 - ☐ 1. Location
 - ☐ 2. Area

- _____ E. Easements, indicating:
 - ☐ 1. Location
 - ☐ 2. Width
 - ☐ 3. Purpose,

- _____ F. Permanent buildings and structures, indicating:
 - ☐ 1. Location
 - ☐ 2. Setback lines
 - ☐ 3. Names of owners,

- _____ G. Section and corporate lines,

- _____ H. Sanitary sewers, indicating:
 - ☐ 1. Location
 - ☐ 2. Size
 - ☐ 3. Manholes
 - ☐ 4. Material
 - ☐ 5. Invert elevations at manholes,

- _____ I. Water mains, indicating:
 - ☐ 1. Location

- ☐ 2. Size
- ☐ 3. Material
- ☐ 4. Valves, indicating:
 - a. Valve manhole
 - b. Valve box
- ☐ 5. Fire hydrants and auxiliary valves,

- ____ J. Culverts, indicating:
- ☐ 1. Type
 - ☐ 2. Location
 - ☐ 3. Size
 - ☐ 4. Material
 - ☐ 5. Invert elevations,

- ____ K. Storm sewers, indicating:
- ☐ 1. Location
 - ☐ 2. Size
 - ☐ 3. Material
 - ☐ 4. Catchbasins
 - ☐ 5. Invert elevations,

- ____ L. Watercourses, indicating:
- ☐ 1. Type
 - ☐ 2. High-water and elevation
 - ☐ 3. Width of easement
 - ☐ 4. Location of easement,

- ____ M. Wetlands, indicating:
- ☐ 1. Location
 - ☐ 2. Dimensions
 - ☐ 3. FEMA floodplain
 - ☐ 4. FEMA base flood elevations;

- ____ N. Rock outcrops, indicating:
- ☐ 1. Location
 - ☐ 2. Dimensions

- ____ O. Monuments and survey markers, indicating:
- ☐ 1. Location
 - ☐ 2. Type

- ____ 18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:
- ____ A. Existing contours at vertical levels of not more than 2',
- ____ B. Bench mark, indicating:
- ☐ 1. Location
- ☐ 2. Description
- ☐ 3. Elevation;
- ____ 19. Soil bearing data is given, if required by the Public Works Director, indicating:
- ____ A. Location of tests,
- ____ B. Depth of tests,
- ____ C. Soil bearing capacity,
- ____ D. Moisture content;

Proposed Conditions:

- ____ 20. The following proposed items, if within the boundaries of the subdivision or located 100' or less outside of the boundaries, are shown:
- ____ A. Layout of streets, indicating:
- ☐ 1. Collector streets, indicating:
- a. 80' right-of-way width
- b. 39' roadway width, back to back of curbs (residential)
- c. 44' roadway width, back to back of curbs (industrial)
- ☐ 2. Minor streets, indicating:
- a. 66' right-of-way width
- b. 32' roadway width, back to back of curbs
- ☐ 3. Cul-de-sac streets, indicating:
- a. 66' right-of-way width
- b. 33' roadway width, back to back of curbs (residential)
- c. 40' roadway width, back to back of curbs (industrial)
- d. the length does not exceed 500' unless there are less than 16 lots abutting the cul-de-sac street
- e. terminus is circular, or nearly so, and right of way is at least 124' in diameter
- f. terminus roadway width is 91' in diameter
- ☐ 4. Through street shown extended to boundaries of subdivision
- ☐ 5. Stormwater runoff pattern on paving,

- ____ B. Names of streets:
- ☐ Not duplicating the name of any street heretofore used in the city or its environs, unless the street is an extension of any already existing street, in which case the name shall be used
- ____ C. Street improvement plan showing location of all new street improvements, including those to the centerline of previously dedicated rights-of-way abutting the subdivision, in accordance with present city standards,
- ____ D. Utility easements:
- ☐ 1. 10' at the rear of each lot and 5' on all side yards
 - ☐ 2. Purpose is indicated,
- ____ E. Centerline profiles of all streets showing gradients not less than 0.5 percent and not more than:
- ☐ 1. 5.0 percent on collector streets
 - ☐ 2. 7.0 percent on minor streets
- ____ F. Pedestrian ways, when required, indicating:
- ☐ 1. Location at approximately the center of blocks
 - ☐ 2. Width not less than 8'
 - ☐ 3. Shrub or tree hedge at side boundary lines,
- ____ G. Block layout, indicating:
- ☐ 1. Blocks do not exceed 1200' in length
 - ☐ 2. Additional access ways to parks, schools, etc., are shown in accordance with the plan commission's requirements
 - ☐ 3. Blocks fit readily into the overall plan of the subdivision, with due consideration given to:
 - a. topographical conditions
 - b. lot planning
 - c. traffic flow pattern
 - d. public open space areas
 - ☐ 4. Block numbers
 - ☐ 5. Blocks intended for commercial, industrial, or institutional use are so designated,
- ____ H. Lot layout, indicating:
- ☐ 1. Lot dimensions
 - ☐ 2. Lot areas, not less than those stipulated in the appropriate district regulations of the zoning ordinance (areas may be listed by schedule)
 - ☐ 3. Building setback lines shown and properly dimensioned
 - ☐ 4. Proposed land use
 - ☐ 5. Lot numbers
 - ☐ 6. Corner lots are sufficiently larger than interior lots to allow

maintenance of building setback lines on both street frontages and still allow a buildable width equal to that of the smallest interior lot in the block (minimum width 90')

- ☐ 7. Lots are nearly rectangular in shape as is practicable
- ☐ 8. All lots abut a publicly dedicated street for a distance not less than the minimum width of the lot
- ☐ 9. Lots are not less than 100' in depth, or 70' in width
- ☐ 10. Lot lines are substantially at right angles to the street lines and radial to curved street lines
- ☐ 11. Double frontage lots only where:
 - a. lots back upon an arterial street and front on an access street
 - b. topographic or other conditions make subdividing otherwise unreasonable
 - c. lot can be made an additional 20' deeper than average
 - d. a protective screen planting is indicated on one frontage
- ☐ 12. Lots abutting or traversed by a watercourse, drainageway, channel, or stream, indicate:
 - a. additional width and depth to provide an acceptable building site
 - b. width of easement is at least 15' wider on each side of watercourse at high-water level
- ☐ 13. Due regard for natural features, such as:
 - a. trees
 - b. watercourses
 - c. historic items
 - d. other similar conditions,

- ____ I. Areas intended to be dedicated for public use, indicating:
 - ☐ 1. Plan conforms to general development plan of the city
 - ☐ 2. Purpose
 - ☐ 3. Acreage,
- ____ J. Source of domestic water supply, indicating:
 - ☐ 1. Connection to existing water mains
- ____ K. Provision for sewage disposal, indicating:
 - ☐ 1. Connection to existing sanitary sewer mains
- ____ L. School sites, indicating:
 - ☐ 1. Location
 - ☐ 2. Dimensions
 - ☐ 3. Acreage,

- ____ M. Topographic information, indicating:
- ☐ 1. Proposed changes in elevation, 2' minimum contours
 - ☐ 2. Stormwater storage facilities
 - a. normal water level (NWL)
 - b. high water level (HWL)
 - c. emergency overflow elevation
 - d. storage volumes
 - e. overflow routes,
- ____ N. Sanitary sewer layout, indicating:
- ☐ 1. Location
 - ☐ 2. Size
 - ☐ 3. Invert elevations at manholes
 - ☐ 4. Manhole locations,
- ____ O. Water main layout, indicating:
- ☐ 1. Location
 - ☐ 2. Size
 - ☐ 3. Looped pattern where practicable
 - ☐ 4. Fire hydrants, spaced not more than 400' apart,
- ____ P. Storm sewer layout, indicating:
- ☐ 1. Location
 - ☐ 2. Catchbasins at not more than 600' intervals
 - ☐ 3. Stormwater is not carried across or around any intersection
 - ☐ 4. Surface water drainage pattern for each individual lot and block
- ____ Q. Street light layout, indicating:
- ☐ 1. Locations and typical street light detail, or
 - ☐ 2. Statement by subdivider that street lights will be installed in accordance with city standards:
- ____ 21. An outline of proposed covenants accompanies the plans, indicating the intention of the subdivider to have the covenants recorded with the final plat.
- ____ A. Protection against obstruction of drainage easements;
- ____ 22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk in accordance with the land improvements ordinance;
- ____ 23. Indication that sidewalks will be installed along all lot lines coincidental with street rights-of-way;
- ____ 24. Indication on drawings or by certificate that subdivider is aware of his responsibility for installation of street signs, and for seeding and tree planting in all parkways.

- ____ 25. Stormwater Management Report
- ____ A. Narrative,
 - ____ B. Methodology,
 - ____ C. Required volume and proposed volumes,
 - ____ D. Existing release rate and proposed release rate,
 - ____ E. Watershed and sub-watershed delineation,
 - ____ F. Basin sizing calculations,
 - ____ G. Release structure / restrictor design calculations.

Completed by: _____

Name

Title

Organization / Company

Reviewed _____

Name

Title

Organization / Company

TREE PRESERVATION PLAN REQUIREMENTS

A proposed Tree Preservation Plan shall include the following written and graphic information:

1. A survey of existing trees six inches (6") or more DBH within the entire site or lot, identifying their locations, size and species, and a plan overlaid on the survey or at the same scale showing proposed Construction Zones and Tree Preservation Zones.
2. The proposed Tree Preservation Zone shall encompass all of the property having six inch (6") DBH or larger trees that will not be disturbed by construction activities. All buildings, structures, parking areas, driveways, stormwater management facilities, utilities, and other site improvements shall be located to minimize tree damage and removal; preference shall be given to tree preservation when reasonable alternatives are available for the location of buildings and other site improvements.
3. The proposed Construction Zone shall include only the areas to be directly affected by buildings, site improvements and grading activities related to the approved construction. The Construction Zone shall be as small as possible, considering factors such as the depth of excavation, necessary spoil areas, and space required for access to construction activity.
4. The location and description of protective fencing, root pruning, canopy pruning, and other protective and conservation measures necessary to protect the trees within the Tree Conservation Zone shall be indicated.



Illinois Department of Natural Resources

<http://dnr.state.il.us>

One Natural Resources Way • Springfield, Illinois 62702-1271

George H. Ryan, Governor • Brent Manning, Director

CONSULTATION AGENCY ACTION REPORT

(Illinois Administrative Code Title 17 Part 1075)

Division of Resource Review and Coordination

Stephen K. Davis, P.G., Chief

Date Submitted: _____
If this is a resubmittal, include previous
IDNR response if available.

FOR DEPARTMENT USE ONLY
PROJCODE: _____ DUE DATE: _____

Applicant: _____ Phone: _____
Contact Person: _____ Fax: _____
Applicant Address: _____ Email: _____

LOCATION OF PROPOSED ACTION

A MAP SHOWING LOCATION OF PROPOSED ACTION IS REQUIRED

Project Name: _____ County: _____
Project Address (if available): _____
City, State, Zip: _____
Township/Range/Section (e.g. T45N, R9E, S2): _____
Brief Description of Proposed Action: _____

Projected Start Date and End Date of Proposed Action: _____

Will state funds or technical assistance support this action? [Yes ~~No~~] If Yes, the Interagency Wetland Policy Act may apply.
Contact funding agency or this Division for details.

Local/State Agency with Project Jurisdiction: _____
Contact: _____ Phone: _____
Address: _____ Fax: _____

FOR DEPARTMENT USE ONLY

Are endangered/threatened species or Natural Areas present in the vicinity of the action? [Yes ~~No~~]
Could the proposed action adversely affect the endangered/threatened species or Natural Area? [Yes ~~No~~]
Is consultation terminated? [Yes ~~No~~]
Comments: _____

Evaluated by: _____

Division of Resource Review & Coordination (217)785-5500 Date _____

STORMWATER MANAGEMENT REQUIREMENTS FOR PRELIMINARY PLANS

Note: A stormwater management permit is not required at the preliminary plan stage. However, applicants must submit information with the preliminary plan regarding stormwater management, flood plains, and wetlands. The City reviews this information to evaluate whether the project can meet stormwater management and related requirements if it progresses to the final engineering plan stage.

Sections 504-507 below list the City's requirements for plans and documentation to be submitted with the preliminary plan for subdivisions and planned unit developments. Sections 500 -502 below are excerpted from the Kane County Stormwater Ordinance and are provided for your information. Section references are to the provisions of the Kane County Stormwater Ordinance, which has been adopted by the City of St. Charles.

504. Plan Set Submittal:

The following shall be provided with the preliminary plan submittal for a subdivision or planned unit development:

☐ Site Topographical Map:

- a. Map scales as one inch equals one hundred feet (1" = 100') (or less) and accurate to plus or minus 0.5 feet;
- b. Existing and proposed contours on-site (1 foot maximum contour interval) and within one hundred feet (100') of the site;
- c. Existing and proposed drainage patterns and watershed boundaries;
- d. Delineation of predevelopment regulatory flood plain and floodway limits;
- e. Delineation of postdevelopment regulatory flood plain and floodway limits;
- f. Location of cross sections and any other hydrologic or hydraulic computer modeled features;
- g. Location of all on-site drain tiles;
- h. Boundaries of all wetlands, lakes, ponds, etc., with normal water elevation noted (show areas of wetlands to be impacted either under permit or otherwise if a permit is not required);
- i. Location of all existing buildings and those to remain on the site noted;
- j. Nearest base flood elevations;
- k. FEMA and reference bench marks used; and
- l. All contours used in the calculation of depressional storage highlighted.

☐ General Plan View Drawing:

- a. Drawing at the same scale as the site topographical map;
- b. Existing major and minor storm water systems;
- c. Proposed major and minor storm water systems;
- d. Design for storm water facilities (i.e., structure and outlet work drawings, etc.);
- h. Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity;

- i. Proposed regulatory flood plain and floodway location (with the base flood and flood protection elevations noted);
- j. Existing Waters of the U.S. including wetlands and required buffers;
- k. Areas of directly connected impervious areas and any offsetting landscaped areas as defined in section 203(g) indicated;
- l. All plan areas at elevations below the 100-year high water elevation of site runoff storage facilities highlighted; and

☐ Vicinity Topographical Map:

- a. Vicinity topographical map identifying all off-site areas draining to the development and downstream to the receiving intermittent or perennial stream (a 2 foot contour map is preferred at a scale readable by the reviewer but a USGS quadrangle map is acceptable);
- b. Watershed boundaries for areas draining through or from the development;
- c. Soil types related to hydrologic soils group, vegetation and land cover affecting runoff upstream of the site for any area draining through the site;
- d. Location of site within the major watershed(s); and
- e. Shows the overland flow path from the downstream end of the development to the receiving intermittent or perennial stream.

505. Storm Water Submittal:

The storm water submittal at the preliminary plan stage shall include a narrative discussion and calculations to support a finding by the qualified review specialist that the proposed development can comply with the stormwater management requirements. The submittal shall consist at a minimum of the following materials:

- ☐ A narrative description of the existing and proposed site drainage patterns and conditions; include description of off-site conditions which help to identify storm water issues considered in the design;
- ☐ Site runoff storage calculations, which address the following:
 - a. Calculation of hydraulically connected impervious area and corresponding retention volume;
 - b. Documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate;
 - c. Documentation of the procedures and assumptions used to calculate on-site depressional storage;
 - d. Documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume;
 - e. Elevation area storage data and calculations for site runoff storage; and
 - f. Elevation discharge data and calculations specifically related to the outlet control structure depicted in the plan exhibits.

506. Flood Plain Submittal:

The applicant shall obtain approval from IDNR-OWR and FEMA when required for all new base flood and floodway determinations or as required in section 404. Documentation supporting a finding by the qualified review specialist that the proposed development is in compliance with section 403 shall be submitted with the application. At a minimum, the following material shall be submitted for approval with the application:

- ☐ Regulatory flood plain boundary determination:

- a. Provide source of flood profile information; and
 - b. Provide all hydrologic and hydraulic study information for site-specific flood plain studies, unnumbered zone A area elevation determinations, and flood plain map revisions;
- ☐ Floodway hydrologic and hydraulic analyses for the following conditions:
 - a. Existing conditions (land used and stream systems);
 - b. Proposed conditions (land used and stream systems);
 - c. Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions;
- ☐ Flood plain fill and compensatory storage calculations for below and above 10-year flood elevation up to the base flood elevation:
 - a. Tabular summary for below and above 10-year flood elevation of fill, compensatory storage and compensatory storage ratios provided in proposed plan; and
 - b. Cross sections used for the above calculations; and
- ☐ Floodproofing measures:
 - a. Narrative discussion of floodproofing measures including material specifications, calculations, design details and operation summary; and
 - b. Flood easements when required by this chapter.

507. Wetland Submittal:

(a)The applicant shall obtain a permit for all regulated activities involving Waters of the U.S. from the appropriate federal authorities. For any activities which will directly impact on-site Waters of the U.S. but are not regulated by federal authorities, a narrative description of the wetland size and relative quality shall be provided to the administrator with a copy to the director, accompanied by a written opinion from a qualified wetlands review specialist on the applicability of current federal permits and noting any special procedures which must be followed in connection with the proposed activity. The applicant shall indicate on the plan set the location of any on-site wetland mitigation required by a COE permit and, in narrative form, the location of all off-site mitigation.

(b)A wetland submittal in accordance with the detailed requirements of sections 403, 414 and 415 shall be required. In general, the submittal will consist of the following material:

- ☐ (1) Wetland delineation report (COE format);
- ☐ (2) Calculation of required buffer (including size and quality when calculated); and
- ☐ (3) Wetland delineation plan view drawing:
 - a. All existing and proposed impacted or undisturbed on-site wetlands;
 - b. Location of buffers;
- ☐ (4) For all stream modifications, the following shall be submitted:
 - a. A plan and profile of the existing and proposed channel; and
 - b. Supporting calculations for channel width, depth, sinuosity, riffle locations and the like.

(c)If the development will have a wetland impact, the requirements of Article 15 shall be met.

The following provisions of the Kane County Stormwater Ordinance are provided for your information and reference:

500. General Requirements:

(a) A storm water management permit is required if:

- (1) The development is located in the regulatory flood plain;
- (2) A substantial improvement is to be located in the regulatory flood plain;
- (3) There is any regulatory flood plain within the site; or
- (4) The development disturbs more than five thousand (5,000) square feet of ground, unless the development consists solely of:
 - a. The installation, renovation or replacement of a septic system, potable water service line or other utility serving an existing structure;
 - b. The excavation or removal of vegetation in rights of way or public utility easements for the purpose of installing or maintaining utilities not including storm sewers;
 - c. The maintenance, repair or at-grade replacement of existing lawn areas not otherwise requiring a storm water permit under this chapter;
 - d. The maintenance of an existing storm water facility, not requiring other state or federal permits or approvals.

(b) All appropriate storm water management related approvals and permits, including, without limitation, an IDNR-OWR floodway/flood plain construction permit, a COE 404 permit and an IDNR-OWR dam safety permit, if required, shall be obtained from all federal, state and regional authorities prior to the issuance of a storm water management permit.

(c) All permit fees shall be paid at the time of application. Permit fees shall be established by separate ordinance. Fees may be established based upon all costs incurred by the permitting authority in the administration of the permit, including, without limitation, the costs of review and inspections both during and after construction within the period for the establishment of permanent cover.

(d)(1) The design of storm water facilities, calculations for the determination of the regulatory flood plain and calculations of the impacts of development shall meet the standards of this chapter and shall be prepared, signed, and sealed by a professional engineer. The signature and seal of such professional engineer shall stand as his or her opinion that the submittals which accompany the permit application meet the requirements of this chapter.

(d)(2) a. For projects which include earth embankments which are subjected to a differential water pressure the submittal shall include evidence that the embankment design and construction specifications are adequate for the design conditions. This review shall include consideration of the existing foundation soils for the embankment, the materials from which the embankment is to be constructed, compaction requirements for the embankment and protection of the embankment from failure due to overtopping. Specifications for the construction and materials for all such embankments shall be included. When directed by the administrator, or when the impounded water pressure differential exceeds three feet (3') or when appropriate considering the volume impounded and water surface elevation differential to which the embankment is subjected, these calculations may be required to be reviewed, signed and sealed by a qualified geotechnical or registered structural engineer.

(d)(2) b. For structures (not including earth embankments) that are subject to a differential water pressure greater than three feet (3') the submittal shall, at a minimum, be reviewed by a professional engineer. Such reviews shall include stability of the structure under design conditions considering the protection of downstream life and property in the event of a failure. When directed by the administrator the calculations submitted for such structures shall be reviewed, signed and sealed by a registered structural engineer.

(d)(3) A topographical map of the site, record drawings and other required drawings shall be prepared, signed, and sealed by a professional land surveyor or professional engineer and referenced to the national geodetic vertical datum, 1929 adjustment, any FEMA bench marks and, if the site is more than twenty (20) acres, to the Kane County survey control network. Plats for new subdivisions more than twenty (20) acres in size shall be submitted to the director in one of the electronic formats designated by the county.

501. Duration And Revision Of Permits:

(a) Permits expire on December 31 of the third year following the date of their issuance.

(b) If the permitted activity has begun but is not complete by the expiration date of the permit, the permittee may submit a written request for an extension to the administrator with a copy to the director. Upon receipt of such request, the administrator may extend the expiration date for up to three (3) years for permitted activities outside special management areas. Expiration dates for permitted activities within special management areas may also be extended for up to three (3) years provided the activity is in compliance with the then current requirements of this chapter. A permittee may apply for any number of extensions.

(c) If the permittee revises the approved plans after issuance of the permit, the permittee shall submit the revised plans to the administrator with a copy to the director, along with a written request for approval. If the administrator determines that the revised plans are in compliance with the then current requirements of this chapter, an amended permit may be issued.

502. Required Submittals:

(a) Refer to table 502 of this section for the submittals required to accompany the permit application based upon the type of development. The administrator may, in his or her discretion, modify the submittal requirements on a case-by-case basis considering the size, complexity and likelihood that a development will affect the discharge of storm water. Such modifications shall be requested and approved in writing. The administrator's response shall note the relevant findings and be specific as to what submittal requirements are changed. The director shall be copied on all related correspondence. The administrator may not modify submittal requirements for any aspect of the development requiring state or federal permits or approvals, nor for any application in which any variance is requested.

Table 502 - Permit Submittal Requirements

| Type of Development | Required Submittals (refer to section noted for specific requirements) | | | | | | | |
|---|--|--------------------|----------------------|----------------------|-------------------|----------------------|----------------------------------|-----------------|
| | Section No./Description | | | | | | | |
| | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 |
| | Application and Project Overview | Plan Set Submittal | Stormwater Submittal | Floodplain Submittal | Wetland Submittal | Performance Security | Maintenance Schedule and Funding | Record Drawings |
| All requiring a permit | X | X | | | | X | X | X |
| All sites with floodplain | X | X | | X | | X | X | X |
| All on site with or adjacent to waters of the United States | X | X | | | X | X | X | X |
| All applications for variances | X | X | X | If on site | If on site | X | X | X |
| All requiring site runoff storage | X | X | X | | | X | X | X |

LAND USE OPINION APPLICATION

Kane-DuPage Soil and Water Conservation District
545 S. Randall Road, Saint Charles, IL 60174-1592
(630) 584-7961 Ext. 3

PETITIONER: _____

ADDRESS: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____

Please allow 30 days for inspection, evaluation and processing.

FOR OFFICE USE ONLY

LUO# _____ Date Due _____

Date initially rec'd _____

Date all rec'd _____ Date completed _____

Fee Paid _____ Refund Due _____

By _____ Overpayment _____

_____ No Report Nec _____

_____ Gov't Agency _____

Location: Township Name: _____

Section(s) _____

Township(s) _____ N Range(s) _____ E

Project or Subdivision Name _____

TYPE OF PROPOSAL: ☐ Change in Zoning from _____ to _____
☐ Subdivision or Planned Unit Development (PUD)
☐ Variance-Please describe fully on separate sheet
☐ Special Use Permit-Please describe fully on separate sheet

Unit of Government Responsible for Permits _____ Date of Public Hearing _____

Current Use of Site _____ Proposed Use _____

Surrounding Land Use _____ Number of Acres _____

Location address (if applicable) _____

PROPOSED IMPROVEMENTS: (check all applicable items)

Planned Structures:

☐ Dwellings w/o Basements

☐ Dwellings with Basements

☐ Commercial Buildings

☐ Other _____

Open Space:

☐ Park/Playground Areas

☐ Common Open Space Areas

☐ Conservation Area

☐ Other _____

Water Supply:

☐ Individual Wells

☐ Community Water

Wastewater Treatment:

☐ Septic System

☐ Sanitary Sewers

☐ Other _____

Stormwater Treatment:

☐ Drainage Ditches or Swales

☐ Storm Sewers

☐ Dry Detention Basin

☐ Wet Retention Basin

☐ No Detention Facilities Proposed

☐ Other _____

EXISTING SITE CHARACTERISTICS: (check all applicable items)

☐ Ponds or Lakes

☐ Floodplain

☐ Woodland

☐ Drainage Tiles

☐ Stream(s)

☐ Wetland(s)

☐ Floodway

☐ Cropland

☐ Disturbed Land

☐ Other _____

IMPORTANT INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:

☐ PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements

☐ SITE PLAN/CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.

☐ LOCATION MAP (if not on maps above)-include distances from major roadways and/or section lines

☐ ZONING or LAND USE PETITION filed with unit of government (if relevant)

IF AVAILABLE:

☐ TOPOGRAPHY MAP

☐ DRAWING SHOWING LOCATION OF FIELD TILE AND/OR DRAINAGE PATTERNS

☐ COPY OF SOIL BORING AND/OR WETLANDS STUDIES PERFORMED ON SITE

THE FEE, ACCORDING TO THE SCHEDULE, MUST ACCOMPANY THIS APPLICATION

EFFECTIVE April 1, 2003

\$350.00 for 1-3 acres or fraction thereof

\$380.00 for 4-5 acres or fraction thereof

PLUS \$12.00 for each additional acre or fraction thereof over 200 acres

\$55.00 processing fee if no report is required

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent _____ Date _____

This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

“The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”
Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

“The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified.”

LAND USE OPINION FEE SCHEDULE

EFFECTIVE April 1, 2003

\$350.00 for 1-3 acres or fraction thereof

\$380.00 for 4-5 acres or fraction thereof

PLUS \$12.00 for each additional acre or fraction thereof over 200 acres

\$55.00 processing fee if no report is required

| Acres | Fee | Acres | Fee | Acres | Fee | Acres | Fee | Acres | Fee | Acres | Fee | Acres | Fee | Acres | Fee | Acres | Fee |
|-------|-----|-------|-----|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|
| 1 | 350 | 21 | 637 | 41 | 961 | 61 | 1291 | 81 | 1609 | 101 | 1933 | 121 | 2268 | 141 | 2592 | 181 | 3132 |
| 2 | 350 | 22 | 653 | 42 | 983 | 62 | 1307 | 82 | 1625 | 102 | 1955 | 122 | 2284 | 142 | 2608 | 182 | 3148 |
| 3 | 350 | 23 | 670 | 43 | 999 | 63 | 1323 | 83 | 1642 | 103 | 1971 | 123 | 2300 | 143 | 2624 | 183 | 3164 |
| 4 | 380 | 24 | 686 | 44 | 1015 | 64 | 1339 | 84 | 1658 | 104 | 1987 | 124 | 2317 | 144 | 2641 | 184 | 3181 |
| 5 | 380 | 25 | 702 | 45 | 1031 | 65 | 1355 | 85 | 1674 | 105 | 2003 | 125 | 2333 | 145 | 2657 | 185 | 3197 |
| 6 | 400 | 26 | 718 | 46 | 1048 | 66 | 1372 | 86 | 1690 | 106 | 2020 | 126 | 2349 | 146 | 2673 | 186 | 3213 |
| 7 | 410 | 27 | 734 | 47 | 1064 | 67 | 1388 | 87 | 1706 | 107 | 2036 | 127 | 2365 | 147 | 2689 | 187 | 3229 |
| 8 | 425 | 28 | 751 | 48 | 1080 | 68 | 1404 | 88 | 1723 | 108 | 2052 | 128 | 2381 | 148 | 2705 | 188 | 3245 |
| 9 | 445 | 29 | 767 | 49 | 1096 | 69 | 1420 | 89 | 1739 | 109 | 2068 | 129 | 2398 | 149 | 2722 | 189 | 3262 |
| 10 | 460 | 30 | 783 | 50 | 1112 | 70 | 1436 | 90 | 1755 | 110 | 2084 | 130 | 2414 | 150 | 2738 | 190 | 3278 |
| 11 | 475 | 31 | 799 | 51 | 1129 | 71 | 1453 | 91 | 1771 | 111 | 2101 | 131 | 2430 | 151 | 2754 | 191 | 3294 |
| 12 | 491 | 32 | 815 | 52 | 1145 | 72 | 1469 | 92 | 1787 | 112 | 2117 | 132 | 2446 | 152 | 2770 | 192 | 3310 |
| 13 | 508 | 33 | 832 | 53 | 1161 | 73 | 1485 | 93 | 1804 | 113 | 2133 | 133 | 2462 | 153 | 2786 | 193 | 3326 |
| 14 | 524 | 34 | 848 | 54 | 1177 | 74 | 1501 | 94 | 1820 | 114 | 2149 | 134 | 2479 | 154 | 2803 | 194 | 3343 |
| 15 | 529 | 35 | 864 | 55 | 1193 | 75 | 1517 | 95 | 1836 | 115 | 2171 | 135 | 2495 | 155 | 2819 | 195 | 3359 |
| 16 | 556 | 36 | 880 | 56 | 1210 | 76 | 1534 | 96 | 1852 | 116 | 2187 | 136 | 2511 | 156 | 2835 | 196 | 3375 |
| 17 | 572 | 37 | 896 | 57 | 1226 | 77 | 1544 | 97 | 1868 | 117 | 2203 | 137 | 2527 | 157 | 2851 | 197 | 3391 |
| 18 | 589 | 38 | 913 | 58 | 1242 | 78 | 1561 | 98 | 1885 | 118 | 2219 | 138 | 2543 | 158 | 2867 | 198 | 3407 |
| 19 | 605 | 39 | 929 | 59 | 1258 | 79 | 1577 | 99 | 1901 | 119 | 2236 | 139 | 2560 | 159 | 2884 | 199 | 3424 |
| 20 | 621 | 40 | 945 | 60 | 1274 | 80 | 1593 | 100 | 1917 | 120 | 2252 | 140 | 2576 | 160 | 2900 | 200 | 3548 |

State of Illinois)) SS.
Kane County)

| | |
|--|--|
| | |
| | |
| | |
| | |

TITLE: _____

Notary Public

**OWNERSHIP DISCLOSURE FORM
LAND TRUST**

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, _____, being first duly sworn on oath depose and say that I am
Trust Officer of _____, and that the following persons are all of
the beneficiaries of Land Trust No. _____:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

By: _____, Trust Officer

Subscribed and Sworn before me this _____ day of
_____, 20 _____.

Notary Public

**OWNERSHIP DISCLOSURE FORM
LIMITED LIABILITY COMPANY (L.L.C.)**

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, _____, being first duly sworn on oath depose and say that I am
Manager of _____, an Illinois Limited Liability Company
(L.L.C.), and that the following persons are all of the members of the said L.L.C.:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

By: _____, Manager

Subscribed and Sworn before me this _____ day of
_____, 20 ____.

Notary Public

**OWNERSHIP DISCLOSURE FORM
PARTNERSHIPS**

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, _____, being first duly sworn on oath depose and say that I am a General Partner
of _____, an Illinois (General) (Limited) Partnership
and that the following persons are all of the partners thereof:

| | |
|-------|----------------------------|
| _____ | (General)(Limited) Partner |
| _____ | (General)(Limited) Partner |
| _____ | (General)(Limited) Partner |
| _____ | (General)(Limited) Partner |
| _____ | (General)(Limited) Partner |
| _____ | (General)(Limited) Partner |

By: _____ (General)(Limited) Partner

Subscribed and Sworn before me this _____ day of
_____, 20 ____.

Notary Public

SUMMARY OF PROPOSED DEVELOPMENT

For Residential Developments



Name of Development _____

Number of years expected for build out _____

Acreage Breakdown:

To be developed _____

Common Area _____

Area in Lots _____

Area in Private Open Space _____

Area for Stormwater Management _____

Park site land donation _____

School site land donation _____

Total Acres _____

Dwelling Unit Breakdown:

| | <u>Number of units</u> | <u>Estimated price range</u> |
|------------------------------------|------------------------|------------------------------|
| Single Family | _____ | _____ |
| Cluster/Zero Lot Line | _____ | _____ |
| Attached Single Family (Townhomes) | _____ | _____ |
| Multi-Family: Apartments | _____ | _____ |
| Multi-Family: Condominium | _____ | _____ |
| Total Dwelling Units | _____ | |

Gross Density (Total D.U./Total Acres) _____

Allowed Density _____

Estimated Population _____

Estimated Student Yield _____

Park Land/Cash Worksheet

City of St. Charles, Illinois

Name of Development _____
 Date Submitted: _____
 Prepared by: _____



| Type of Dwelling | # dwelling Units | Per Unit | Estimated Population |
|-------------------------------|------------------|------------|----------------------|
| Detached Single Family | | | |
| ➤ 3 Bedroom | | DU x 2.899 | = |
| ➤ 4 Bedroom | | DU x 3.764 | = |
| ➤ 5 Bedroom | | DU x 3.770 | = |
| Attached Single Family | | | |
| ➤ 1 Bedroom | | DU x 1.193 | = |
| ➤ 2 Bedroom | | DU x 1.990 | = |
| ➤ 3 Bedroom | | DU x 2.392 | = |
| ➤ 4 Bedroom | | DU x 3.145 | = |
| Apartments | | | |
| ➤ Efficiency | | DU x 1.294 | = |
| ➤ 1 Bedroom | | DU x 1.758 | = |
| ➤ 2 Bedroom | | DU x 1.914 | = |
| ➤ 3 Bedroom | | DU x 3.053 | = |

Totals

_____ Total Dwelling Units

_____ Estimated Total Population

Park Site Requirements

Estimated Total Population _____ x .010 Acres per capita = _____ Acres

Cash in lieu of requirements -

Total Site Acres _____ x \$185,000 (Fair Market Value per Acre Improved Land) = \$ _____

School Land/Cash Worksheet

City of St. Charles, Illinois

| | |
|---------------------|-------|
| Name of Development | _____ |
| Date Submitted: | _____ |
| Prepared by: | _____ |



Estimated Student Yield by Grades

| Type of Dwelling | # of dwelling Units (DU) | Elementary (Grades K to 5) | | Middle (Grades 6 to 8) | | High (Grades 9 to 12) | |
|------------------------|--------------------------|----------------------------|---|------------------------|---|-----------------------|---|
| Detached Single Family | | | | | | | |
| ➤ 3 Bedroom | | DU x .369 | = | DU x .173 | = | DU x .184 | = |
| ➤ 4 Bedroom | | DU x .530 | = | DU x .298 | = | DU x .360 | = |
| ➤ 5 Bedroom | | DU x .345 | = | DU x .248 | = | DU x .300 | = |
| Attached Single Family | | | | | | | |
| ➤ 1 Bedroom | | DU x .000 | = | DU x .000 | = | DU x .000 | = |
| ➤ 2 Bedroom | | DU x .088 | = | DU x .048 | = | DU x .038 | = |
| ➤ 3 Bedroom | | DU x .234 | = | DU x .058 | = | DU x .059 | = |
| ➤ 4 Bedroom | | DU x .322 | = | DU x .154 | = | DU x .173 | = |
| Apartments | | | | | | | |
| ➤ Efficiency | | DU x .000 | = | DU x .000 | = | DU x .000 | = |
| ➤ 1 Bedroom | | DU x .002 | = | DU x .001 | = | DU x .001 | = |
| ➤ 2 Bedroom | | DU x .086 | = | DU x .042 | = | DU x .046 | = |
| ➤ 3 Bedroom | | DU x .234 | = | DU x .123 | = | DU x .118 | = |

Totals _____ TDU _____ TE _____ TM _____ TH

School Site Requirements

| Type | # of students | Acres per student | Site Acres |
|-----------------|---------------|-------------------|------------|
| Elementary (TE) | | x .025 | = |
| Middle (TM) | | x .0389 | = |
| High (TH) | | x .0533 | = |

Total Site Acres _____

Cash in lieu of requirements -

_____ (Total Site Acres) x \$185,000 (Fair Market Value per Acre Improved Land) = \$ _____

A Summary of the Subdivision Process

Complete provisions can be found in Chapter 16.12 of the City Code or at www.stcharlesil.org/codebook



Note: These procedures apply to all subdivisions within the City of St. Charles and within all unincorporated areas within 1½ miles of the city limits.

Preliminary Plan Procedure

1. The applicant submits a completed application, attachments, 22 sets of plans and fees to the Planning Division of the Community Development Department.
2. City Staff will review the plans for conformance with all applicable ordinances and provide written review comments to the applicant.
3. If the plans are complete, City Staff will schedule the Preliminary Plan on a Plan Commission agenda.
4. The Plan Commission reviews the preliminary plan for conformance with all applicable ordinances, and reviews any requested variances.
5. The Plan Commission recommends approval or denial, which is in the form of a resolution.
6. The Planning and Development Committee considers the Plan Commission's recommendation to approve. (Does not act on the application if Plan Commission disapproves, per 65 ILCS 5/11-12-8.)
7. The City Council approval is in the form of a resolution. May include conditions that must be met before the approval takes effect.

Engineering Plan Procedure

1. The applicant submits a completed application and 6 full sets of the final engineering plans to the Planning Division of Community Development. If the engineering plans do not substantially conform with the approved preliminary plan, the applicant will need to submit a revised preliminary plan for review by the Plan Commission and City Council.
2. If City Staff determines that the engineering plan does not meet municipal code, the subdivider may request a variation to be considered by the Plan Commission and City Council.
3. City Staff reviews the engineering plans, provides review comments to the applicant's engineer, and approves engineering plans when all requirements are met.

Final Plat Approval Procedure

1. The applicant submits a completed application for Final Plat, all attachments and 22 copies of the Final Plat to the Planning Division of Community Development
2. A final engineering application and 22 sets of the final engineering plans should also be submitted.
3. City Staff reviews the final plat in conjunction with the final engineering plans and provides review comments to applicant's engineer or surveyor. The Final Plat must conform with the Preliminary Plan and show the same geographic area as the engineering plans.
4. If the engineering plans are complete, City Staff will schedule the Final Plat on a Plan Commission agenda.
5. The Plan Commission reviews the Final Plat for conformance with approved preliminary plan and City ordinances. A Resolution indicating the Commission's vote is issued.
6. The Planning and Development Committee reviews the Final Plat.
7. The City Council adopts a resolution approving the Final Plat. May approve with conditions, which must be met before the plat can be recorded.

8. Applicant: Provide the following prior to final approval by the City Council:
 - A copy of the IEPA permits for sanitary sewer installation and for water main installation, if required;
 - The proposed form and amount of the financial guarantee for completion of the required Land Improvements, with appropriate engineer's estimate and a developer's undertaking.

Guarantee for Completion of Improvements

- After the final plat is approved but prior to signature by the Director of Public Works, the subdivider must submit the financial guarantee for completion of land improvements in the form approved by the City Council.
- The guarantee shall be in one of the described formats:
 - A surety bond
 - Cash to be held in escrow by the City
 - An irrevocable letter of credit

Final Plat Recording Requirements

1. The applicant should obtain a copy of the Resolution approving the Final Plat and fulfill all specific conditions prior to submitting the mylar to the City for signatures.
2. All general plat requirements such as payment of park and school fees, submittal of final improvement guarantee, and conveyance of any offsite easements must be fulfilled.
3. The applicant must obtain signatures on the Final Plat mylar from owners, mortgagee, County Clerk, and surveyor and then submit it to the Planning Division. The City prefers to record the Final Plat, so applicants need to obtain a letter from the surveyor authorizing the City to record.
4. City Staff will then circulate the mylar of the Final Plat for signatures and will record the Final Plat.

Construction, Inspection, Completion, Acceptance, and Release of Guarantee:

Once construction of a subdivision unit begins, administration of the process passes to the City Engineer's Office. Please call 630-377-4486 for further information. The applicant should obtain a copy of the Resolution approving the Final Plat and fulfill all conditions prior to submitting the mylar to the City for signatures.



FILING FEES FOR APPLICATIONS AND PLANS

Developments within corporate limits

- Annexation of Property: \$1,000.00
- Annexation Agreement: \$2,000.00
- General (Text) Amendment: \$500.00
- Zoning Map Amendments: \$750.00
- Special Use and Amendment to Special Use: \$1,000.00
- Special Use as a Planned Unit Development (PUD): \$2,000.00
- Site Plan Review (O-R Districts): \$1,000.00
- Subdivision Concept Plan: No fee
- Preliminary Plan of Subdivision (not a PUD): \$2,500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (of a parcel less than 3 acres): \$1,000.00
- Subdivision Final Engineering Plans: \$1,500.00
- Subdivision Final Plat: \$500.00
- PUD Concept Plan: No fee
- PUD Preliminary Plan: \$3,000.00
- PUD Final Engineering Plan: \$2,000.00
- PUD Final Plat: \$500.00

Developments outside corporate limits (within 1 ½ mile jurisdiction)

- Concept Plan (Review of County application): No fee
- Preliminary Plan of Subdivision, 5 or more lots, with new public road construction: \$ 1, 500.00
- Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction: \$ 500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (1 to 4 lots, no new public road construction): No fee
- Subdivision Final Plat: \$ 500.00

Reimbursement for Miscellaneous Expenses: The applicant shall reimburse the City for miscellaneous costs incurred relative to any application including but not limited to: Publication of legal notices, Court reporter and transcript fees, Mailing (postage) costs, Recording fees.

Reimbursement for City Staff Review: Applicants are required to reimburse the City for the cost of Engineering review time. An invoice for these costs is sent to the responsible party as indicated on the application form. See Paragraphs 16.12.270 and 16.12.280 of Title 16, "Subdivisions and Land Improvements" and/or Paragraphs 17.12.090 and 17.12.100 of Title 17, "Zoning" for specifics.

Reimbursement for Professional Services: Applicants are required to reimburse the City for the cost of the following:

1. Fees for landscape architect's and planning consultant's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
2. Fees for traffic analysis performed by a member of the Institute of Transportation Engineers and approved by the City Engineer, when such traffic analysis is requested by the City.
3. Fees for city attorney's review and negotiations in connection with the petition or application.
4. Fees for professional engineering consultant's review of plans and documents and construction inspection including meetings and associated tasks.

Payment: Filing fees are payable at the time of filing the application or petition. Reimbursement fees are due within 30 days of invoicing.

CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES

| Plan Commission | Planning & Development Committee | City Council |
|--|-------------------------------------|--------------|
| 2004* | | |
| 1/06 | 1/12 | 1/05 |
| 1/20 | | 1/19 |
| 2/03 | 2/09 | 2/02 |
| 2/17 | | 2/16 |
| 3/02 | 3/08 | 3/01 |
| 3/16 | | 3/15 |
| 4/06 | 4/12 | 4/05 |
| 4/20 | | 4/19 |
| 5/04 | 5/10 | 5/03 |
| 5/18 | | 5/17 |
| 6/08 | 6/14 | 6/07 |
| 6/22 | | 6/21 |
| 7/06 | 7/12 | 7/06(Tue) |
| 7/20 | | 7/19 |
| 8/03 | 8/09 | 8/02 |
| 8/17 | | 8/16 |
| 9/07 | 9/13 | 9/07 (Tue.) |
| 9/21 | | 9/20 |
| 10/05 | 10/11 | 10/04 |
| 10/19 | | 10/18 |
| 11/02 | 11/08 | 11/01 |
| 11/16 | | 11/15 |
| 12/07 | 12/13 | 12/06 |
| (no 2 nd meeting in December) | | 12/20 |
| 2005* | | |
| 1/04 | 1/10 | 1/03 |
| 1/18 | | 1/17 |
| 2/08 | 2/14 | 2/07 |
| 2/22 | | 2/21 |
| 3/08 | 3/14 | 3/07 |
| 3/22 | | 3/21 |

* These dates conform to the regular meeting schedule. However, meetings may be rescheduled. Please check with the Planning Division to confirm a specific meeting date.

We will review submittals for completeness prior to establishing a meeting or public hearing date for an application. Please contact the Planning Division at 377-4443 if you have any questions.